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CARMAN-AINSWORTH COMMUNITY SCHOOLS
Acceptable Use Practices for Technology Resources
STUDENT GUIDELINES FOR K-12

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Purpose of these Guidelines

The purpose of this document is to set forth guidelines for accessing the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) and messaging/communication systems on the District network, use of personal devices on the District network, or take home devices used on any other network.

Technology Vision – Carman-Ainsworth Community Schools

The Carman-Ainsworth Community Schools' Technology Vision is to work together to provide and support technology integration, to enhance academic growth by developing strong global citizens, and to give students opportunities to create and innovate so they can achieve at their highest capacity.

Google Apps for Education

As a leader in using technology to increase learning opportunities for our students, Carman-Ainsworth Community Schools collaborates with Google Apps for Education. (http://google.com/apps/intl/en/edu/k12.html) Google Apps for Education is used by thousands of K-12 schools and universities worldwide to make collaboration tools available for students, which includes document creation tools, spreadsheets, presentation and drawing tools, website design, calendars, Google Classroom, email, and other useful collaboration tools. Google Apps collaboration tools will make it possible for students to work together virtually on documents, presentations and projects via the web. Google Apps provides online storage space for files and allows students to electronically submit assignments. The District will provide accounts to students in grades KP-12. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Google Sites and will receive instruction from teachers about the Google tool at that time. Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. Parents are also encouraged to talk with their child about online manners and safety. As you talk to your child about the acceptable use of email, you might use an analogy of adults' work and personal emails. Most employers ask that work email only be used for work, and employers have access to view and limit use of email to make sure it is used appropriately; the same will be true of school email accounts. Student emails received from a school email account (whether from any home, school or public computer or mobile device) will go through filtering software that scans for language and images. Email is not intended for students to sign-up for website services, products, or be used in other non-educational ways. Google uses very powerful filtering tools and makes every effort to block inappropriate content; however, technology is ever evolving. If a student receives any inappropriate email, they should report it to school personnel immediately.

Acceptable Use of District and Personal Technology Resources

In exchange for the use of the District's Technology Resources either at school or away from school, **including the use of individually owned devices on the district network at school**, you understand and agree to the following:

    A. Your use of the District's Technology Resources is a privilege and may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including without limitation: personal email and voicemail communications, computer files, databases, web logs, audit trails, and any other electronic right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including without limitation any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this agreement. Furthermore, the school reserves the right for staff to inspect a student's personal device if a staff member has a reasonable suspicion that the student has violated Board policies, administrative procedures, school rules or codes of conduct, or has engaged in other misconduct or potential criminal activity while using his or her personal device.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may however, use the Technology Resources to contact or communicate with public officials.

D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person (s) using your account/password.

E. You may not use any Technology Resources to engage in "Cyberbullying". Cyberbullying is bullying that takes place using "Electronic Technology". Electronic Technology includes devices and equipment such as, cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. This applies to incidents occurring off school site with personal devices that may create disruption at school. Examples of Cyberbullying include, but are not limited to mean or threatening text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Cell phones and computers themselves are not to blame for Cyberbullying. Social media sites can be used for positive activities, like connecting kids with friends and family, helping students with school, and for entertainment. However, these tools can also be used to hurt other people. Whether done in person or through technology, the effects of bullying are similar. Kids who are Cyberbullied are more likely to:
    a. Use alcohol and drugs
    b. Skip school
    c. Experience in-person bullying
    d. Be unwilling to attend school
    e. Receive poor grades
    f. Have lower self-esteem
    g. Have more health problems

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
    1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that is (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual

act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as pornography, obscenity, and any other materials deemed inappropriate by the Board of Education.
4. Cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam; however, you may contact a public official to express an opinion on a topic of interest.
16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Student Rights and Responsibilities Handbook.

G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member. If you fail to promptly disclose such content, or delete such content before being instructed to do so, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion.

H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately

interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. Many students today possess personal digital devices that give them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous.   In an effort to put students at the center of their own learning, the Carman-Ainsworth Community Schools allows personal digital learning devices in school for certain educational purposes with teacher permission. For the purpose of our Bring Your Own Technology Program (BYOT), the phrase "personal digital learning device" means a privately owned wireless portable electronic piece of equipment including but not limited to Chromebooks, laptops, netbooks, tablet computers, iPod Touches, and smart phones. Students wishing to participate must follow the responsibilities stated in this document.

M. Students are responsible for the proper use of the Technology Resources, including in-district devices, take-home devices, and BYOT devices and will be held accountable for any damage to or replacement of the Technology Resources caused by their inappropriate use or mishandling. The student takes full responsibility for his or her personally owned digital learning device or 1:1 device and keeps it with himself or herself at all times. The school is not responsible for the security of the device including theft, loss, or damage. The District will not allocate funds or provide technology support resources to repair, replace, modify, or otherwise maintain usability of personally owned devices.

N. Recording still or video images is prohibited unless specifically authorized by a staff member as part of an instructional program. All such recording shall take place under supervision of the authorizing staff member or another staff member designated by the authorizing staff member. Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with the Acceptable Use of Technology Resources guidelines contained in this document.

O. The use or possession of an Electronic Communication Device (ECD) or a recording device in locker rooms, restrooms, and other areas which would be considered personal or private is prohibited. "Recording device", is defined as a camera, a video recorder, or any other device that may be used to record or transfer images. Furthermore using a recording device to embarrass or bully others is prohibited.

P. In order for Carman-Ainsworth Community Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental permission as outlined below.

Q. It is District practice on occasion to post student images, video, or work on the Internet, including but not limited to our District Twitter and Facebook pages, to highlight student achievement or portray examples of educational experiences, etc. In addition, students may be recorded by the media in photograph or video format for special stories during the year. If you do not give permission for posting of student work or images or media access, please obtain the Waiver of Directory Information from your school office.

R. When using personal digital learning devices, the student will use the CACS Guest wireless network. Use of 3G, 4G, or other wireless connections for accessing the Internet or creating a wireless tether is not allowed.